

Request for Proposals

Requested By: Arkansas Supreme Court Board of Certified Court Reporter Examiners [the Board]

Nature of Request: The Board is seeking assistance in developing certification exams for use in the licensure process for stenograph machine and voice writer court reporters. The exams would: (1) comply with applicable Arkansas Supreme Court rules; (2) be designed with input from the Board; (3) be validated by applicable national testing standards; and (4) be produced by the selected vendor.

Proposal Specifics:

Number of Exams: At a minimum, the Board would require the selected vendor to prepare five tests in compliance with the guidelines outlined in this request.

Applicable Rules and Regulations: Section 14 of the Regulations of the Board of Certified Court Reporter Examiners requires that the test consist of:

a. **A written knowledge test** consisting of spelling, vocabulary, punctuation, general knowledge, rules governing preparation of transcripts (Rules of the Supreme Court and Court of Appeals 3-1, 3-2, 3-3 and 3-4), and rules governing the regulation of the court reporting profession (Sections 19 and 22 of the Regulations of the Board of Certified Court Reporter Examiners); and

b. **A dictation test consisting of** (1) Five minutes of one-voice dictation of a literary passage at a rate of 180 words per minute. (2) Five minutes of one-voice dictation of a jury charge at a rate of 200 words per minute. (3) Five minutes of two-voice dictation of a “Q and A” at a rate of 225 words per minute.

Preparation of the written knowledge portion of the certification exam: The Board will provide assistance to the selected vendor on the content of the written knowledge test. A multiple-choice format will be used for the written knowledge test. The written knowledge test will consist of fifty questions.

Preparation of the dictation portion of the certification exam: The Board will provide assistance to the selected vendor on the content of the dictation test. The “Q and A” portion of the dictation test should be produced by using one male voice and one female voice. As noted in the applicable Regulation, the rate of speech for each portion of the dictation test is specifically set and must be adhered to without variation.

Validation: The selected vendor would be required to undertake the process of having each exam validated. The proposal should include a description of the process and/or model that will be used for the purposes of test validation.

Production: The selected vendor will be required to undertake the process of producing high-quality audio recordings of each section of the dictation test. The delivered final product would have each portion of the dictation exam clearly labeled on separate compact discs.

Timeframe: The selected vendor will be required to deliver three completed exams to the Board within six months from the date upon which the Board and the vendor enter into a contract finalizing the relationship between the parties. The remaining two exams shall be delivered to the Board no later

than nine months from the date upon which the Board and the vendor enter into a contract finalizing the relationship between the parties.

Process for Submission of Proposals: The proposal shall be sent to Krystal Mann, staff attorney for the Board, at krystal.mann@arcourts.gov or c/o Administrative Office of the Courts, 625 Marshall Street, Little Rock, AR 72201. All proposals shall be submitted no later than February 29, 2016.